



ST MARY'S SCHOOL HAMPSTEAD

Recruitment of Volunteers POLICY

September 2024

Reviewed September 2024
Next Review Date: September 2025

MISSION STATEMENT

St Mary's School seeks to provide an outstanding education firmly founded on the Catholic Faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of each child, where each child is valued and high standards are expected. Intellectual development is emphasised and fostered along with the pursuit of academic excellence to achieve individual potential and spiritual development.

St Mary's values the unique contribution of every child within the school community.

St Mary's is inclusive and welcomes girls from all communities and faith backgrounds, or none, and believes that all benefit from the school's values.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

General

St Mary's School, Hampstead ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children is our highest priority.

We aim to recruit volunteers who share and understand its commitment to the aims of the School. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore welcomes and encourages volunteers from the parent and the local community to assist in day-to-day tasks. The kinds of activities that volunteers may assist with are hearing pupils read or accompanying school visits.

All queries regarding our recruitment process must be directed to the Headmistress.

Volunteers will be recruited and vetted via the process set out below. . Volunteers who take part in a regulated activity will be subject to the process and safer recruitment checks set out below.

Recruitment

Individuals who have expressed an interest in volunteering on a frequent or regular basis or on an unsupervised basis or for volunteers who might provide personal care will be subject to an informal recruitment process which will involve a meeting with a member of the SMT to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has previous relevant experience, to find out whether the expectations and requirements of each party coincide and whether there is a volunteering opportunity with us. This does not apply to supervised "one-off" volunteers e.g. day outings where the volunteers will always be supervised and will not undertake any form of personal care.

Any volunteering placement offered will be subject to the following checks, if relevant:

1. Identification checks (including name, address, photographic ID and date of birth);
2. Evidence of right to work in the UK;
3. If they will be undertaking a regulated activity, a barred list check;
4. Satisfactory enhanced DBS check (or pre-existing enhanced DBS checked and accepted from applicant who has subscribed to DBS update service together with the check with the DBS update service);
5. Receipt of Suitability declaration Form showing applicant is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
6. Confirmation that the volunteer has read Keeping Children Safe in Education Part 1;
7. Confirmation that the volunteer has read the School's Child Protection & Safeguarding Policy;
8. If the volunteer is undertaking a management role, a check that applicant is not prohibited from participating in the management of independent schools;
9. If applicant is a teacher, a prohibition from teaching check;
10. If they have worked or been resident overseas, such checks and confirmations as the School considers appropriate so that any relevant events that occurred outside the UK can be considered, including evidence of overseas criminal records checks and for candidates who have previously taught overseas, a letter from the professional regulating authority of the

teaching profession in any country (or countries) where they have carried out teaching work confirming that they have not imposed any sanctions or restrictions, and/or that they are aware of any reason why they may be unsuitable to teach;

11. Check of successful completion of statutory induction period for a QTS after 7 May 1999 (for teachers);
12. Depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement; and
13. References may also be required, depending on the existing relationship between the School and the potential volunteer.

Paperwork relating to these checks will be recorded on the School's Single Central Register.

Induction

As well as training for the particular role that the volunteer is to undertake, volunteers will be provided with training on the following matters:

- Child Protection and Safeguarding
- Prevent
- Staff Code of Conduct
- Health and Safety Policy
- Confidentiality Obligations
- Supervision
- Data Protection

A letter setting out in detail the obligations of the School and the volunteer will be sent to each volunteer. A model draft letter is attached in Annex A.

A volunteer will be asked to complete and sign a confidentiality form. A draft confidentiality form is attached in Annex B.

4. Data Protection

We will comply with our obligations under the relevant data protection legislation. Volunteers' attention should be drawn to the Staff Privacy Notice and Data Protection Policy which sets out details of how we will process volunteers' personal data.

Annex A

Draft letter from the School to the volunteer

[DATE]

Dear [NAME OF VOLUNTEER],

Volunteer agreement

Thank you for offering to volunteer at St Mary's School Hampstead, for attending an informal interview, confirming whether you are a qualified teacher and providing a police check if you have lived abroad in the last 10 years. Thank you also for completing an online DBS application.

This letter sets out what we can each reasonably expect from your volunteering role within St Mary's School, Hampstead. We appreciate you volunteering with us and are committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

A volunteer will usually provide voluntary services at least three times a month and, if carrying our regulated activity, will be subject to the checks set out in the Policy on Recruitment of Proprietors, Governors and Volunteers (identity, enhanced disclosure, right to work in the UK, barred list, prohibition, overseas check and references in line with Keeping Children Safe in Education).

1. Volunteer role

Your role as volunteer is as a parent reader and is due to start on [DATE]. This is subject to the School seeing the original DBS certificate before the start date. The certificate will be sent to you at your home address and your volunteering role cannot start until you have brought the original certificate into school to be checked. Your start date will be postponed if necessary until the School has seen the original certificate. *Please note that you are able to register the DBS certificate with the DBS update service for free if you are a volunteer. This service allows the DBS to be kept up to date for use with future organisations with which you may work, with future status update checks being done through the update service. You need to retain the original DBS check and also ensure that you register within 19 days of the date of the certificate (at <https://secure.crbonline.gov.uk/crsc/apply>).*

We hope that you will usually be able to volunteer with us for at least once a week for the academic year so that we can each get the most from the volunteering experience. However, we are flexible about when you work so please let us know if you would prefer a different arrangement.

2. Your obligations

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including Health and Safety and Equal Opportunities, the Child Protection and Staff Code of Conduct, and to comply with our Anti-Bribery Policy and Procedures. You can expect us to deal with you in accordance with our Equality, Diversity and Inclusion Policy.

If you are providing childcare as part of your volunteering duties, please note that you have a legal obligation to inform us if you are disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”. Please see our Policy on Recruitment of Volunteers (available on the website) and ask the Bursar for more details.

3. Induction and training

We will provide an induction explaining what we do and how volunteers fit within the School. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety. You will also be trained on Child Protection and Safeguarding. We have already provided you with our Child Protection and Safeguarding Policy and Keeping Children Safe in Education Part 1 (2023) and you have confirmed that you have read both these documents.

4. Supervision and support

Your main point of contact during your volunteering with us is Mrs Jennings. You will have meetings with Mrs Jennings to agree targets for your volunteering role and discuss any problems or complaints you may have.

Please give Mrs Jennings as much notice as possible if you are unable to volunteer when expected.

5. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

6. Confidentiality

In the course of providing your volunteering services to the School, you may have access to confidential information relating to staff, pupils or parents. We expect you not to use or disclose this information to any person, or discuss or spread information about the school, staff or activities, either during your volunteering experience with us or at any time afterwards. We have already asked you to sign a confidentiality statement agreeing to the above.

7. Data protection

We will comply with our obligations under data protection law as may be in force from time to time. Your attention is drawn to the Data Protection Policy and Staff Privacy Notice which explains what personal data we hold about you, how we collect it, and how we may use and share information about you.

8. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Yours sincerely,..... On behalf of St Mary's School, Hampstead

Annex B

St Mary's School, Hampstead

Confidentiality Agreement for Volunteers

I understand that during the course of providing volunteering services to the School, I may have access to confidential information relating to staff, pupils or parents. I understand and agree that the School expects me not to use or disclose this information to any person either during my volunteering experience with the School or at any time afterwards.

..... Signature

..... Name

.....Date